

BRCC PowerPoint Template

Download the BRCC design template to your computer:

- Go to the Public Relations page on the Insider:
https://www.blueridge.edu/insider/public_relations/
- Click 'PowerPoint template for College presentations' under the PowerPoint Templates section (bottom of the page)
- Save it to 'My Documents' as 'brcc2.potx'

To use the BRCC design template in a new (blank) presentation:

- In PowerPoint
 - In Office 2010, select 'File' from the menu and then select 'New'
 - In Office 2007, click the Office button and then select 'New'
- Select 'New from Existing' under the Templates section
- Navigate to your 'My Documents' folder
- Select the 'brcc2.potx' from the document list
- For future use, the template can usually be accessed from the 'Recent Templates' in Office 2010 and from 'Blank and Recent' in Office 2007.

To use the BRCC design template in an existing presentation:

- Open your presentation in PowerPoint
- Click on the Design tab
- Click the down arrow to the right of the 'Themes' displayed in a row
- Click 'Browse for Themes'
- Navigate to 'My Documents' or the location where you saved 'brcc.potx'
- Click 'Apply'